

VILLAGE OF METAMORA
SHELTER HOUSE RENTAL AGREEMENT

This is to confirm that _____ has reserved Shelter House _____ (A, B, or C) for _____ (Activity), the _____ day of _____, 2017, from _____ to _____.

1. **APPLICATIONS:** This document will serve as your confirmation and as your application. It must be signed and returned to the Village Office along with rental and deposit fees. Dates are not reserved until this application and all fees are received by the Village Office. Application along with fees can be mailed to: **Metamora Village, P.O. Box 299, Metamora, OH 43540**

2. **FEES AND DEPOSITS:** The following rental and deposit fees shall be payable to the Village of Metamora and submitted with this application.

A. Rental Fee: **For village residents a rental fee of \$50 and \$75 for non-residents**, shall be paid for the use of the shelter house for one day and;

B. Deposit Fee: a deposit for clean-up and damages shall be set at twenty five dollars (\$25). Said deposit shall be a separate payment and will be returned if full, if park shelter is satisfactory cleaned, no damages have occurred, and all park rules and regulations have been adhered to. If damages occur and/or park rules violated the village may retain said deposit. In the event damages exceed deposit, the renter shall be responsible for payment of the deficiency.

3. **LIABILITY OF VILLAGE:** The Village of Metamora shall not be liable or responsible for any damage to property, lost or stolen property, or injury to persons. Renters shall hold the Village of Metamora harmless from all such losses and liabilities incurred during the rental period.

4. **PARK FACILITIES:** are not exclusively for the use of the renter. Ball diamonds, volley ball and tennis courts may be used if available. Parking is on a first come first use basis. Restrooms will be unlocked and locked by the village at times indicated on rental agreement. Renter is responsible for the facilities during times indicated on this agreement and should remain on site until facilities are locked.

5. **CANCELLATIONS:** Please call the Village Office at 419-644-2051 to cancel reservation. A seven (7) day prior notice is required for full return of rental and deposit fees. In the event cancellation notice is less than seven (7) days from date of reservation, the village has the right to retain entire rental fee but will return deposit fee.

Renter's Name: _____

Address _____

Home phone: _____

Cell phone: _____

Email: _____

I agree to the terms and conditioned outlined in the Rental Agreement:

Signature

Date

Village Week End Contact: Sue Clendenin at 419-277-4524